



SRIJAN FOUNDATION
EMPLOYEES' SERVICE RULES
REVISED SEPTEMBER 2016

Srijan Foundation
Hazaribagh Jharkhand

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About Srijan Foundation

Srijan Foundation is a Civil Society Organization founded in 1995, formally registered in 7th February 2001 by a group of socially committed young professionals registered under Indian Trust Act, 1882. It was a noble expression of their concern for the welfare of the disadvantaged and the underprivileged and a positive response to build capacity of the community and the grass root organizations.

The Srijan Foundation has re-articulated a new Vision, Mission and Core Values through a participatory organizational development process. The Srijan Foundation also developed its new strategic plan which includes the target performance outcomes and an organizational development and capacity building plan for the strategic period 2015-20.

Vision:

Srijan Foundation's vision is, "An Egalitarian, Empowered and Self Reliant Society"

Mission:

Srijan Foundation will fulfil its vision by empowering poor, marginalized and excluded communities to demand their rights, develop capacities of CBOs & Civil Society Organizations, promote collective action, and create successful models for replication and influence institutions that shapes peoples' lives, especially women and children.

Goal:

Srijan Foundation's goal is to facilitate process for creation of an inclusive and equitable development of the most marginalized, vulnerable and socially excluded communities (particularly women and children) in the state of Jharkhand by building capacity of CBOs & Civil Societies, creation of development models and articulation of demands and realization of the rights of the target community.

The Strategic Objectives of Srijan Foundation:

1. Promoting and protecting rights and entitlements of children with demonstrated intervention models of child protection and care.
2. Facilitating gender justice, promoting and protecting rights and entitlements of women with dignity and participation of women in all spheres of life for an empowered, gender sensitive and violence free just society.
3. Creating models of sustainable agriculture and livelihood options to improve quality of lives of the poor marginalized and excluded.
4. Promoting collective action among CBOs and Civil Society Organizations by building capacities and technical expertise to effectively address the issues affecting the lives of women and children, both at grassroots and policy level
5. Developing capacities of SF for efficient and effective functioning to become a centre of excellence on gender, child rights and protection and livelihood in a systemic, transparent and accountable work culture.



SF Theory of Change:

Collectivization and catalysing those who are struggling with poverty and injustice are capacitated to build their own institutions (poor, most marginalized and vulnerable sections) leads to structural and behavioural change and will be able to achieve and enjoy their rights and overcome injustices. Forging partners with those who are engaged in facilitating change at the community level and building their capacity to accelerate change will help to confront the causes of extreme poverty, child labour, and trafficking and gender based violence and injustices.

SF identity:

SF has been working for last 15 years directly with community, particularly with women and children, who are struggling with poverty, social exclusion and gender injustice across 5 districts of Jharkhand and mobilising and campaigning to challenge the structural causes of child labour, trafficking and gender based violence and injustices.

Core values:

- SF is secular organisation, independent of political parties and committed to the equality of opportunities for all, irrespective of gender, caste, creed, ethnic and other social differences in its policy and programmes.
- Ensuring gender differences are taken into account at all levels in policies, programmes and behaviours and strengthen processes of social inclusion.
- We aspire to demonstrate a different model for women empowerment and gender justice, child rights and protections and sustainable livelihood models.
- SF believes in partnering with those who are engaged in the process of women's and children's empowerment from state, market and civil society at local, national and international level. Forging partnership with all stakeholders to inspiring dialogues from bottom up, promoting consultations and consensus and engaging diverse stakeholder's commitment and ownership in its programme and interventions.
- Ensuring that community remains at the core of programming, delivery and performance assessment by valuing people's rights to participation.
- SF is committed to adhering to organizational values, being fair, impartial and objective in decision making and demonstrating transparency and accountability in organizational behaviours to diverse stakeholders.
- SF is dedicated to deliver high quality results in a manner accountable to stakeholders, clarity of organizational roles and objectives, effective and efficient use of human, financial and material resources to attain its mission.

1. INTRODUCTION:

Srijan Foundation (SF) in order to be fair to its entire staff and to help them to understand the policies and service rules has prepared this staff manual.

This Employee Handbook has been prepared to help the staff Member of Srijan Foundation (SF) to get familiar with the key policies, benefits, regulations and codes of conduct at Srijan Foundation (SF). We hope that this handbook will be helpful in planning and availing the benefits and opportunities that Srijan Foundation (SF) provides.

This handbook is intended for internal circulation only. It is subject to change as necessary and to remain in compliance with appropriate government regulations and Srijan Foundation's policy. The content of this handbook will be modified from time to time and amendments will be issued. Interpretation of the Handbook by the Management is final. If

any clarification is needed on any aspect of this Handbook, the Staff Member can get in touch with the In-charge/Director.

The policy and the Service Rules come into effect from 1st August, 2016 and shall apply to all category of staff in the employment of SF as on that date or thereafter. The Governing Board may amend the Policy and Service Rules.

The Policies and Service Rules and amendments or modifications thereto made from time to time, or any order, notices or instructions issued under these policies, will be circulated to all the SF Staff Member.

In case of any doubt or conflict in the interpretation of policy and Service Rules, the decision of the Governing Board shall be final and binding.

2. GENERAL POLICY

All Appointments, confirmations of service, suspension and dismissal from service shall be communicated in writing. All such letters shall be issued by Appointing Authority in the name of SF. Job Description should also be outlined giving clearly what specific responsibilities each staff member will have.

SF will deem it unethical for any confirmed member of the staff to accept and undertake outside work or do any projects / business privately while in the service of the organization without the approval of the Appointing Authority.

Any member of the staff who wishes to resign should give one month's notice to the Appointing Authority. (Three months for in-charge/Director)

3. SERVICE CONDITIONS

3.1 Categories of staff

I. Permanent staff

Permanent appointments may be made for long terms to meet the requirements of the organization. SF may give a long term appointment to select staff to form a core team for smooth functioning of the organization with defined terms and conditions for appointment and termination with identified job responsibilities. However appointment cannot be automatically considered an assurance to permanency of employment, subject to the financial health of the organization.

II. Temporary Staff

Temporary appointments may be made for short terms to meet the requirements of the organization. The temporary appointments shall automatically stand terminated on the expiry on the period specified in the appointment order at the discretion of the Appointing Authority. Temporary appointment cannot be automatically considered an assurance to permanency of employment. However, temporary incumbents are expected to abide by the organization's staff policy and service rules during their tenure.

III. Contract Staff

Contract assignments shall be for specific period of time and/or for specified requirement. The terms and condition will be specified in the contract order. Contract assignments can be terminated before term with mutual consent of both the parties in writing. In case of any doubt or dispute, the decision of the Governing Board is final and binding.

3.2 Recruitment of staff

Recruitment of staff involves selection of the source from which staff is to be recruited, selecting the most suitable candidates through interview. All appointments will be

temporary unless otherwise provided in their letter of appointment. The following process is applied for recruitment:

- **Advertisement:** Advertisement in local or national newspapers, calling candidates from resumes submitted at office.
- **Interview:** If a large number of applications are received, it is necessary to screen them and prepare a short list of candidates to be interviewed. Applications may be picked out for interview list on the basis of gender, desired age group, length of experience, most suitable qualifications etc. the main purpose of an interview is to assess the personality of the applicant. The interview is conducted in two phases (i) Written test and (ii) Personal Interview.
- **Merit list:** On the basis of both the tests, a merit list is prepared for final selection. After preparation of merit list, selected candidates are given joining letters.

3.3 Joining Formalities

Srijan Foundation (SF) is happy to have the Staff Member as a part of the organization and with a hope to ease the unfamiliarity of the new work surroundings, presents this Staff Policy and Service Rules Handbook. When an employee joins Srijan Foundation (SF), on the first day, s/he is also required to furnish the following documents:

- Offer letter as sent to the new employees
- Salary certificates (TDS Statement) from previous employer
- Relieving letter/no objection letter- from previous employer, if working
- Proof of qualifications (Certificates/Mark sheets)
- Medical fitness certificate
- Tax estimate/saving Declaration Form
- Copy of birth certificates or other verification for the date of birth
- Employee data sheet (to be filled in on the day of joining)
- 3 passport size photographs
- Copy of Pan Card

In case of change in any of her/his personal data such as given below, an employee should update her/his personal records for future reference, by sending the information to Administration or to Accounts.

- Residential Address and Telephone number
- Change in Marital Status
- Change in the beneficiaries / nomination for various benefits
- Additions in the family i.e. children
- Additional qualifications obtained
- Changes in passport data, if any
- Change in Bank Account for Salary deposit

3.4 Induction

The purpose of the induction is to make a new employee familiar with the work processes and make him/her feel comfortable in the new set up. Induction will be for one day, either on the first day of the employment or as soon as possible. Where a group of employees join within the space of a few days, efforts will be made to hold induction in groups. In some cases, induction may involve a visit to other locations where Srijan Foundation (SF) has offices, as well.

Induction will typically include,

- Orientation to Srijan Foundation
- Meeting with the Executive Director

- Meeting with key personnel
- Understanding the role and responsibility
- Understanding Policies and Procedures of Srijan Foundation
- Finalization of one month goals and targets with the immediate superior

3.5. Appointments

All Staff Members will be appointed initially on probation period of 6 (or 3) months. During this period, if his/her performance is found satisfactory, his/her services will be confirmed.

The probation period may be extended, if found necessary, by the appointing authority for a further period of 6 months. The Staff Member will be paid during probation such as salary as deemed appropriate by the appointing authority. The staffs are not entitled to any leave during the probation period. Any leaves taken during the probation period will be leave without pay.

Upon successful completion of the probation period, the Appointment Authority will issue a written order of confirmation of service. Probationary period shall not be waived other than in case of a person who has worked in SF earlier as a staff and is rejoining SF. The person in such case should have undergone a probation period during the first appointment. When a member of the staff is confirmed he/she shall be eligible for all the benefits according to the service conditions of SF.

All the Staff Members will be required to serve the organization in any of its existing/new field areas/offices depending on the exigencies of work during service with the organization. While in the service of the organization, the Staff Member is not allowed to be engaged in any political involvement.

All the Staff Members shall within a period of 10 days from the date of the appointment on probation produce such particulars, certificates/credentials, as required in the prescribed form given in annexure, as also any other particulars/certificates as may be called for his/her appointment in the organization shall be subject to satisfactory compliance of these requirements.

3.6. Termination

- If it is found that a Staff Member is guilty of gross indiscipline, misconduct etc., his/her services are liable to be terminated after following due procedures as per the rules of the organization.
- If it is decided that a Staff Member's services are to be terminated, one month's notice will be served by the Executive Director to the concerned member of the staff.
- Services of the staff will be coterminous with the completion of the contract.
- Services may be seized with one month notice if the funding agency withdraws its support from the project on which he/she is placed to work with.
- Services may be terminated any time if he/she are found indulged in financial irregularities, acting against the organization and the project activities, and going against the norms, rules and regulations of the organization.
- In the event of falsification of documents / credentials, etc. or non-production of documents of declaring false information as before said at the time of appointment, the service of the respective Staff member is liable to be terminated with immediate effect.

3.7 Appeal

The Staff Member concerned is entitled to appeal to the Governing Board, if desired, to review the decision of the In-charge/Director. The decision of the Governing Board shall be final and binding in matters concerning appointment/ suspension/ termination of services.

3.8 Resignation

An employee may resign from the services of the organization by giving notice of one month to three months in writing addressed to the Appointing Authority or on payment of one to three month's pay as defined in their appointment letter. The resignation shall be effective from the date of its acceptance by the Appointing Authority.

Final settlement of the accounts for those who leave the employment of SF will be made after adjusting any loan due and repayable to SF and receiving of clearance certificate by the Director.

3.9 Leaving Formalities

Before leaving the organization, the employee must fulfil the following responsibilities,

- Verify TDS and bills/investment status before FFS (Full & Final Settlement)
- Verify asset return, documents return, advances etc.
- Go through an exit interview with the supervisor/Director.
- Handover complete charge to the person appointed by the Director.
- Indicate her/his new address for future communication and sending of certificates.

All dues towards the employee will be settled within 30 days of the date of cessation of employment in Srijan Foundation, and completion of responsibilities indicated above.

3.10 Retirement and Permanency of Positions

Retirement age of all confirmed members of the staff shall be at the age of 60 years. Service shall be terminated on the last day of the month, in which the staff member attains/completes the age of 60 years.

On attaining superannuation as above, any retired member of the staff, may be considered for service on contract basis by the appointing authority.

No member of staff may claim a lien on any single position, post or designation. The appointing authority may call upon a staff member to serve in any post/position, designation as required by the exigencies of work.

3.11. Annual Increments

Increments are awarded every year for all the staff members or after one year whichever comes first. Increments shall be awarded at the discretion of the Appointing Authority after reviewing the performance of the respective member of the staff. Performance criteria/evaluation method shall be made clear to each of the staff member.

Performance review shall be done once in a year and the increment payable is sanctioned by the appointing authority. The increment amount payable shall be calculated from the 1st day of the next month. The annual increment will be applicable from the following month which the appraisal made. There after increments for all employees shall be granted after completion of 12months.

4. HOURS OF WORK

4.1 Working hours

All categories of staff expected to put in at least nine hours of work from Monday to Friday a day and a maximum of forty hours of work a week.

The office working hours at Srijan Foundation are from 9:30 am to 5:30pm with a lunch break of 1 hour (between 1:00pm to 2:00pm) from Monday to Friday. In order to keep a track of the attendance, employees are required to sign in the registrar every morning upon arrival as a matter of discipline and employees must strictly adhere to the same. A person reaching office late by half an hour can compensate by working half an hour extra on the same day. If a person reaches office late by more than three hour, it will be considered as half day leave.

The staff member is expected to report for work earliest at 9.30 Am but not later than 9:45 Am hours and leave the office between **5.30 Pm to 6:00 Pm hours**.

Late reporting for work needs prior intimation to the Administration Cell i.e. after 9.45 a.m. Late reporting for three days within a month will be considered as one day leave.

The working hours for the field staff shall be decided by the respective team / units and approved by Executive Director/ Administrative In-charge.

4.2 Late Sitting

The organization wants the employee to be able to maintain a work life balance. Srijan Foundation does not encourage extended working hours, beyond the normal time. In case of exigencies of work, the employee is expected to work extra time and the employee will not be reimbursed any expenses incurred viz conveyance/food etc.

4.3 Leaving Office during the Day

In case any employee has to leave office for some work during the office time; s/he should mention it on the Movement Register such that s/he can be contacted if an emergency arises.

4.4 Working on a Holiday

In exigencies, staff members may be called upon to work beyond the normal working hours. Members of the staff may also be required to work on holidays depending on exigencies of the work and will be able to avail Compensatory Leave within a in consultation with the immediate Supervisor.

5. HOLIDAYS AND LEAVE

5.1. Weekly Holiday

All of the staff members of SF are entitled to weekly holidays of Sunday. However, the Executive Director / Administrative In-charge has the discretion to determine the weekly holiday of every Staff Member.

The field staffs have the option to work continuously during the month and avail the weekly off at a stretch within the same month. This however needs the consent or approval of the Executive Director.

5.2. Public Holiday

August 15, October 2 and January 26 shall be observed as National holidays. Similarly additional 12 holidays, which is to be decided in the beginning of the year to accommodate the other religious and social commitments and announced to be holidays. In case of regional coordinators they may take in to account regional commitments and submit the list of 12 optional days to the Director for approval.

All the offices need to get their list of holidays approved at the beginning of the year by Executive Director, failing which the holidays availed will be deducted from the personal leave balances of the staff members.

5.3. Polling Day Holiday

The staff will be granted a day's paid holiday to enable him/her to exercise his/her franchise on the polling day, for the Parliament or to the State Legislative Assembly or any local body provided that such staff's name is included in the electoral roll of the Constituency where such election is held.

5.4. National Mourning

In case of death of the President, Vice-President and Prime Minister of India, the office will remain closed only for the day on which the death has occurred

5.5. Annual Leave

All Staff Members of the staff are entitled to 18 days of annual leave inclusive of intervening holidays and weekends on full pay.

If a staff member is absent from work for 10 days, which is not treated as leave, then they will lose one day of their Annual leave entitled for the year.

Annual leave will be granted after completion of one year service inclusive of initial probation period. In subsequent years annual leave can be granted after 12 months service.

Any annual leave to the credit of a staff member can be availed only after the approval of Executive Director in writing. All requests for annual leave should be made in writing at 15 days prior of the commencement of leave.

Annual leave must be availed for a minimum of 5 consecutive days at a time. Unutilized leave shall be credited to the leave account of the respective member on the 1st January of the following year (under consideration). Un-availed leave may be accumulated up to a maximum of 20 days and excess leave credit thereafter shall automatically stand lapsed. Staff on probation or temporary appointment is not entitled to annual leave. For purpose of computing annual leave, Sundays and other intervening holidays shall be included for continuing the number of days of leave, if they fall within the period of leave availed.

Application for annual leave is to be made to the immediate supervisor who will forward it to the Director.

5.6. Casual Leave

All confirmed members of the staff shall be entitled to casual leave up to 12 days during a calendar year. Not more than 3 day's casual leave may be availed at a time. Prior notice of at least three days, for which the leave is requested, in writing shall be given while availing casual leave. Example- one day leave, application to be made three working days in advance

Application for casual leave is to be made to the immediate supervisor. Immediate supervisor has the discretion to not allow leave if the timing of leave is such as to hamper the official work seriously.

Any public holiday or weekly holiday falling in between the leaves will be counted toward the casual leave.

Approval for extension of leave under unavoidable circumstances should be sought through e-mail and phone and / or other forms of confirmed communication.

Casual leave not taken in any calendar year will lapse.

Sick Leave

The purpose of sick leave is to meet any absence due to sickness. It can also be availed in multiples of half-days. A telephonic intimation to the competent person is a MUST. For sick leave of three or more continuous days, a medical certificate is required to be submitted along with the leave application. However, in the unfortunate event of any prolonged illness, the sick leave can be combined with either due leave i.e. earned or casual, at the discretion of the Management. The entitlement of leave is to be calculated on pro-rata basis.

5.7. Compensatory Leave

Compensatory leave will be granted to an employee only if his / her supervisor, requests him/her in writing to work on his/her weekly holiday or public holiday.

Compensatory leave should be availed within a month, and cannot be joined with any other leave. Compensatory leave may be accumulated up to two days.

5.8. Leave without Pay

Leave without pay may be considered in special circumstances entirely at the discretion of the In-charge/Executive Director. Probation period shall be correspondingly extended if a staff member avails of such leave while on probation.

5.9. Leave for Part of the Day

Leave for part of the day is generally not permissible. However in special circumstances the immediate supervisor or the Director may permit the staff member to absent himself / herself for part of the day. This may be allowed subject to the exigencies of work.

5.10. Maternity/ Paternity Leave

Maternity Leave (ML) will be available to all female employees for the purpose of confinement and recuperation thereafter, provided they have completed 2 full year of service at the SF.

Female employees must notify Srijan Foundation in writing and produce a Medical Certificate confirming the pregnancy and detailing the expected date of birth and the date on which ML is to commence.

Female employees are entitled to take ML of up to six weeks immediately preceding the birth and ten weeks immediately after the actual date of birth. An employee can adjust the timing to the ML but it will not exceed 16 weeks, and all ML should be consumed in not more than 6 breaks between conception and 1 year of childbirth Up to two children.

In case of miscarriage or medical termination of pregnancy, the employee on production of medical certificate will be entitled to leave with wages for a period up to six weeks immediately following the day of her miscarriage of medical termination of pregnancy.

Payment of salary during ML is at full pay. However, Paid Leave will be granted only if the employee has no more than one child already born to her at the time of producing the medical certificate confirming her pregnancy.

Any Sunday or public holiday that falls during ML is counted as part of the Maternity Leave and will not give rise to any additional leave or payments.

On adoption of a child, which is less than one year, the female Staff is eligible for 16 weeks of Maternity Leave, if all criteria required for Maternal, leave is fulfilled. In case the adopted child is more than one year the female employee will be eligible for 30 day's Maternity Leave.

Paternity Leave (PL) of 15 days is available to every employee who becomes a father for the first or second time. This is also available in case of adopted children, and shall be restricted to not more than 5 breaks, within 1 year from the birth of the child. No paternity leave is available in case of MTP's or miscarriage.

5.11. Approval & Granting of Leave

The year for calculation of leave would be the same as the financial year- April 1st to March 31st. Pro rata adjustments will be made to bring the entitlements in line with this.

An employee while on leave shall not take up any service or employment elsewhere, without obtaining the prior approval from the Director.

Application for leave should be submitted by the members of the staff in the prescribed format. Application for annual leave is to be forwarded to the Director for approval. Casual leave, sick leave and compensatory leave may be granted by the employee's immediate supervisor/Director. All other leave shall be granted at the discretion of the director and if it

is granted it shall be treated as absence without leave. Repeated absence without leave will attract disciplinary action.

Casual leave and sick leave may not be granted to staff who have either served notice for resignation or staff who have been served notice for termination of service during the notice period.

5.12. Procedure for Calculating Leave

Casual leave in Srijan Foundation are normally calculated on the Financial Year. In case a leave is taken on Saturday or Monday, it shall be considered as 1 day. But if a leave is taken on both Saturday and Monday, it becomes 3 days. This method of calculating leaves also applies on any other declared holidays, e.g., if a Friday is a declared holiday and an employee takes Saturday off, it will be counted as 1 day but if the employee also takes an off on Monday, it will be counted as 4 days leave.

Calculation of leave without pay is done on the ratio of no. of days' leave taken without pay to no. of working days in the month.

6. SALARY

6.1 Payment of Salary

Salaries, allowances and consultants' fees are paid on the 28th of same month to 6th of Next Month, by direct transfer to the employees' bank accounts.

Certain monthly reimbursements are usually made along with the salary. Tax is deducted at source as applicable.

6.2 Tax Deduction at Source and Declarations

Employees are required to submit a declaration of expected investment, rent and other deductible expenses in the prescribed format, at the beginning of the year, or upon joining, as applicable. Employees who have not submitted such formats are requested to contact accounts. TDS is computed on the basis of declarations made at the beginning of the year or at joining. Declarations have to be sustained by supporting bills/receipts, not later than December 31.

TDS for the month of December-march is computed after adjusting tax calculations for substantiated deductions only.

Employees are also required to produce Form 14 from their previous employers if they have joined during the year.

6.3. Salary Advances

Requests for advance on salary are generally considered only in cases of genuine need.

Salary advance to a maximum of 50% of the salary can be taken during the month. This shall be adjusted / deducted in the salary payable for the current month without any prior intimation. Salary advance request is to be submitted before 20th of the current month to the In-charge/Executive Director. Salary Advance will be disbursed from 10th to 20th of the corresponding month.

Salary advance may be availed not more than once in a calendar year.

6.4 Staff Loan on Salary

While it is not generally the practice of the organization to encourage loans, confirmed members of the staff may, in case of need, apply for a loan to the Executive Director and Executive Director to the Chairperson.

In circumstances such as hospitalization of dependents, purchase of asset, death in the family, unforeseen commitments, etc. a loan not exceeding three months basic pay may be granted to a confirmed member of the staff.

A loan thus granted should be repaid within 10 equal monthly instalments at the latest, commencing from the salary of the month following that in which the loan is availed.

Application for the loan should be submitted to the Director/Chairperson.

No new loan will be considered to a member of the staff whose previous loan is outstanding.

6.5. Staff Training and Development

SF believes that training is conducive to the growth of the organization and the staff member. SF may at its discretion (discretion: based on whether such training is necessary to the work of that particular staff member) select and sponsor any member of the staff for any appropriate training course depending on the needs of the organization. Staff so selected will conform to the terms of the training course.

If such training is not attended or completed, the entire expenditure incurred by SF on the training shall be recovered from the concerned staff member. Salary will be paid to the staff member only after such recovery has been made in full.

The service bond with the organization shall be for a minimum period of 1 year after training. Two years agreed service in the organization, if it is training abroad. This service agreement shall be executed by the respective member of the staff on Non-judicial stamp paper before undertaking the said training, failing which the cost incurred for such training will have to be reimbursed by the staff member.

6.6. Performance Appraisal

The salary increments would be based on performance appraisal. The employee's performance would be monitored and evaluated at regular intervals. In case of disagreement, the Board would have the final say regarding the issue.

7. EXPENSES / REIMBURSEMENTS

7.1. Imprest

Except for Admin and Accounts, employees are not normally expected to incur any expenses on behalf of the organization. Therefore, the organization does not have any imprest system at all. Advances are given to admin staff to meet operating expenses, and to all staff when required for long distance travel.

7.2 Expenses

For purchase of daily use items such as files, photocopying, booklets, courier, postage etc, the employees should contact admin. Please ensure that the Executive director has approved the same.

7.3. Conveyance Reimbursement

Employees' conveyances from residence to office and back to residence are a part of the employees' salary and therefore should not be claimed separately.

In case the employee has some official work outside the office, she is expected to make use of public transport system (local trains/metro/buses).

Auto rickshaws & taxis may be used only for locations where adequate public transportation system does not exist. Taxis may be used only where auto rickshaws do not ply. In such cases, the reimbursement will be on actual basis. If the staff uses own personal vehicle, s/he will be eligible for a travel related conveyance, which will be reimbursed on kilometre basis. For two-wheeler motorcycle Rs. 2/- per kilometre, for Scooty Rs. 2.5/- per kilometre and for four-wheeler Rs. 8/- per kilometre.

It will be obligatory to be record the travelling in mobility register, log book of vehicle and week report. The team members will compulsorily attach a report sheet with travelling format and bills. The bills must be duly self-attested.

7.4 Monthly Reimbursements

Every employee is entitled to monthly reimbursement of expenditure as given in her/his appointment letter. Such reimbursements are available within the terms specified in the letter, and are to be used for work and professional development. Proper (pakka) bills are required for such reimbursements, which can be claimed in arrears during the financial year. Expenses not claimed within the financial year will lapse.

In case of lack of clarity regarding reimbursement eligibility of certain expenses, employees should contact Accounts.

7.5. Rules for T.A Claims /Daily Allowance

All claims must be submitted within one week of undertaking travel. Actual Travel cost is allowed for all authorized travel.

- a) No daily allowance (per diem) for meals, tea, etc, shall be allowed in the headquarters in usual circumstances. The headquarters for each member of the staff shall be intimated. In case the employee is required to stay overtime, the subsistence for any food etc will be borne by the organization.
- b) Travelling allowance is admissible for journeys undertaken for or on behalf of the work of CA subject to the approval of the Director or any other person duly authorized by the Executive director. The travelling shall be undertaken by the route and mode of conveyance to the best advantage of SF in respect of time and money. The Director's decision is final in the matter.
- c) All outstation travels need to be approved by the In-charge/Director at least 15 days in advance.
- d) Travel fare: Train journey: AC III tier including reservation charges availed. In case of AC II travel prior approval should be received from the In-charge/ Director.
- e) Bus journey: Actual fare paid for deluxe bus
- f) Daily allowance (per diem) shall be admissible to cover ordinary daily expenses in consequence of his/her tour such as lodging, meals, tea, Tiffin etc. The same shall be paid as per actual expenditure.

Under exceptional circumstances, Director/Chairman is empowered to approve higher amounts based on actual. No daily allowance is admissible for halting at a place for reasons other than performance of office duty, including availing of leave on private grounds including medical ground. For journeys other than by AC III tier, by Rail and Bus, permission should be obtained from the In-charge/Executive Director.

Accommodation (prior approval is mandatory)

Metro City	Other Class 1 Cities	Class 2 Cities such as Tata, Ranchi, Dumka, Pakur
Maximum of Rs. 3,000.00 per head or Actual whichever is less.	Maximum of Rs. 2,000.00 per head or Actual whichever is less.	Maximum of Rs. 1,000.00 per head or Actual whichever is less.

Food Expenses:

DA without bill Proposed	DA with Bill Proposed
Rs. 200.00	Above 250.00 or Actual whichever is less.

8. Telephone Calls

- 8.1 The duration of all personal calls should not be more than 3 minutes in a day.
- 8.2 Personal calls should not be attended to outside the office. It is advisable to keep the mobile phones in silent mode during office hours so as not to disturb the other team members.
- 8.3 Access to social networking websites or working on personal mail ids for non-official purpose is strictly prohibited during office working hours.
- 8.4 Mobile bill of the staff will be reimbursed on monthly basis. The cost of the mobile bill will be decided with consultation to unit in-charge and management.

9. Use of Office Items & Stationery and conservation of Energy

- 9.1 Rough papers should be generally used for taking printouts of the documents pertaining to internal and Accreditation related communication. It is also advisable not to create more rough papers and usage of papers should be economically made.
- 9.2. Office decorum should be generally maintained which includes maintenance of time, handling of office properties, equipments, not speaking in low and modest / decent language, etc.
- 9.3 Office stationery and equipments are not to be availed for personal use.
- 9.4 Lights and Air Conditioners are to be switched off before leaving office in the evening. Water taps of washbasin and sink should be tightly closed after use

10. The following Acts of Omission / Commission on the part of the employee to be treated as misconduct.

- 10.1 Failure to observe the rules and regulations of employment.
- 10.2 Habitual neglect of work or gross negligence of work.
- 10.3 Laziness and inefficiency
- 10.4 Absenteeism
- 10.5 Habitual latecomer
- 10.6 Sleeping while on duty
- 10.7 Overstaying of leave without sufficient reason
- 10.8 Wilful insubordination or disobedience to any reasonable and lawful directions and instructions of a superior authority either individually or collectively.
- 10.9 Commission of any act of subversive of discipline or good behaviour either individually or collectively.
- 10.10 Wilful or careless damage to the official property.
- 10.11 Interfering with other employees' work, disturbing or causing annoyance to them at work.
- 10.12 Consumption or possession of alcohol or prohibited drugs on the premises or reporting for duty under the influence of alcohol or prohibited drugs.
- 10.13 Indulging in quarrels, abuses, fights, violence or any other disorderly or indecent behaviour or character assassination.
- 10.14 Obtaining employment by concealment of his true reference or by giving false information regarding age, qualification, past experience or past employment.
- 10.15 Smoking in the premises or in official vehicles.

- 10.16 Leaving the place of work during hours of duty without permission from the Executive Director or the competent authority.
- 10.17 Entering or staying in the premises outside of duty hours except for bonafide reasons, if not required by the management.
- 10.18 Not reporting to the Management any contagious or infectious disease from which the employee may be suffering from.
- 10.19 Tampering with official records of documents.
- 10.20 Acts which violate the organization's core values.
- 10.21 Abetting or inciting to go on non-co-operation.
- 10.22 Absence without leave or habitual overstay on leave without any grounds or satisfactory explanation. Ten days absence without information in writing shall be treated as resignation and will be relieved from the job.
- 10.23 Theft, fraud, dishonesty in connection with the employers' property, money, misappropriation of assets of the organization.
- 10.24 Disclosing of confidential information to unauthorized persons.
- 10.25 Acts of immorality, gambling and the like.
- 10.26 Quarrelling with other employee, including being argumentative especially on procedural matters.
- 10.27 Receiving personal gifts/loan from applicant organisations/clients, receipts of any gift is disapproved. Under no circumstances personal gift for money should ever be accepted.
- 10.28 Misuse or abuse of the office property, assets, stationery and employees.
- 10.29 Not handing over the office keys before leaving the office premises wherever applicable.
- 10.30 Not informing and updating the Management on owning society, organization, trust or an institution
- 10.31 To undertake another employment while continuing in the service of Srijan Foundation also.

The above list is not exhaustive but illustrative of various kinds of misconduct.

11. Disciplinary Action for Misconduct

Any employee found guilty of misconduct will be awarded any of the following punishments:

- 11.1 Warning in writing.
- 11.2 Suspension in writing without pay for a period not exceeding 10 days.
- 11.3 Withholding of or stopping of increment/s for specified period.
- 11.4 Dismissal from services without bar on future employment.

12. Other Aspects

- 12.1. Tea will be served twice during the office hours – morning & evening.
- 12.2... Waste material should be put in waste basket only.
- 12.3 Desks should be cleared before the close of the day.

12.4 Files are to be neatly kept in the appropriate place.

The overall objective of the Administrative Procedures of Srijan Foundation is not to allow abuse of the facilities provided by the organization.

13. Redress of Grievances

Any member of staff who has a complaint or grievances arising out of employment may submit it to the In-charge/Director who shall examine the matter expeditiously and intimate his / her decision to the staff member.

14. Amendments and Interpretations

- 14.1 The In-charge/Executive Director of Srijan Foundation, through the Governing Board of SF, has the sole authority to amend, modify or in any other way alter these rules from time to time.
- 14.2 The In-charge/Director of SF reserves the right to amend, modify or supersede any of the rules contained herein through the Governing Board and to issue orders or instructions as may be considered expedient and appropriate in specific cases.
- 14.3 Each employee will be provided with a copy of these service rules and with a copy of any amendment or modification thereto and of any order or instructions which may be issued from time to time.
- 14.4 In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the In-charge/Director shall prevail subject to the final decision of the Governing Board of SF.

15. Responsibility of the Management

The In-charge/Director shall be responsible for the faithful observance of these service rules. In his / her absence, the person authorized by him / her shall be responsible for the same.

Annexure- 1
Job Application Form

Application Form for the Post “.....” for Srijan Foundation

Name in full.....

Address for correspondence with regard to this position

.....
.....

Date of Birth.....

Nationality.....

Email.....

• **Education and Qualification summary**

Year	Place	Qualification

• **Language Skills**

Languages	Proficiency level, written	Spoken

• **Computer Experience and skills**

• **Outline knowledge and experience (if any) in NGOs**

- **Outline experience (if any) in communications and documentation**

- **Describe a major achievement in your work over the past 2-3 years**

- **Describe a major disappointment in your work over the past 2-3 years**

- **Describe your ability to work in a team**

- **Describe your family, parents, spouse, children....**

- **Skills and interest 'outside' normal work (Hobbies etc.)**

- **Health (Any point related to health to be taken into account)**

If selected how much time you would require to join.....

Date

(Signature)

Please affix your recent passport size photograph (if you have not submitted it in response to the advertisement)



The above information is true to the best of my knowledge and belief.

Date

(Signature)

- Reference (to be approached after short listing/decision prior to appointment)

The above information is true to the best of my knowledge and belief.

Date

(Signature)

Annexure- 2
Candidate Evaluation Form

Interviewer _____ Date _____

Candidate Name _____ Position _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position to which they have applied. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided.

The numerical rating system is based on the following.

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

1. **Educational Background** - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

2. **Prior Work Experience** - Has the candidate acquired similar skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

3. **Technical Qualifications/Experience** - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

4. **Verbal Communication** - How were the candidate's communication skills during the interview (i.e. body language, answers to questions)?

Rating: 1 2 3 4 5

Comments:

5. **Candidate Enthusiasm** - How much interest did the candidate show in the position and the company?

Rating: 1 2 3 4 5

Comments:

6. **Knowledge of Company** - Did the candidate research the company prior to the interview?

Rating: 1 2 3 4 5

Comments:

7. **Teambuilding/Interpersonal Skills** - Did the candidate demonstrate, through their Answers, good teambuilding/interpersonal skills?

Rating: 1 2 3 4 5

Comments:

8. **Initiative** - Did the candidate demonstrate, through their answers, a high degree of initiative?

Rating: 1 2 3 4 5

Comments:

9. **Time Management** - Did the candidate demonstrate, through their answers, good time management skills?

Rating: 1 2 3 4 5

Comments:

10. **Strengths**

Comments:

11. **Weaknesses**

Comments:

12. **Salary Expectations** - What were the candidate's salary expectations? Were they within the range for the position?

Rating: 1 2 3 4 5

Comments:

13. **Overall Impression and Recommendation** - Final comments and recommendations for proceeding with the candidate.

Rating: 1 2 3 4 5

Comments:

Annexure- 3
EMPLOYEE JOINING FORM

Name of Employee:

Date of joining:

Employee ID:

Present Address:

Permanent Address:

Resi. Tel. No.:

Mobile No

Email ID:

Blood Group:

Qualification:

Family Details

Father's name:

Mother's name

Spouse's name:

In case of emergency,

Name of the Contact Person:

Relationship with the employee:

Contact person's address:

Contact person's phone no. (Landline):

(Mobile):

Documents required for joining: (Please tick whichever provided)

1.	Salary Certificate (TDS Statement) from previous employer	
2.	Relieving letter / No dues letter – from previous employer, if working	
3.	Proof of Qualifications (Certificates/ Mark sheets)	
4.	Medical fitness certificate (from a qualified MBBS doctor)	
5.	Copy of birth certificate or other verification for the date of birth	
6.	1 Passport size photograph	
7.	Copy of photo ID proof	
8.	Copy of residence proof	
9.	Copy of latest CV	

Annexure- 4
LEAVE APPLICATION FORM

Date : _____

Employee Name: _____	
Leave Owning : _____	Leave Period Start Date: _____

Leave Type : (tick one)	Annual	Sick	Advance	Other
Reason for leave : _____				
Leave From Date: _____	Leave to Date : _____			
Number of Days Taken: _____	Days Paid : _____	Days Unpaid: _____		
AUTHORISED? (Y/N)	<input type="checkbox"/>			

Comment: _____

Signed _____ *Signed* _____

Employee _____ **Employer** _____

Annexure- 5
Employee Checklist

First Name : _____
Middle Name : _____
Last Name : _____
Passport Number : _____
PAN Card Number : _____
Home Address : _____

Phone Number: _____
Work Address : _____

Phone Number: _____
Starting Pay : _____
Pay Period : _____
Shifts : _____
Notes : _____

TO BE FILED IN EMPLOYEE'S PERSONNEL RECORDS

Annexure- 6
Exit Interview

Employee Name _____

Termination Date _____

Eligible for Rehire Yes No

Job Title _____

Reason for Termination

Voluntary

Involuntary

- Another Position
- Personal Reasons
- Relocation
- Retirement
- Other _____

- Attendance
- Violation of Company Policy
- Lay Off
- Reorganization
- Position Eliminated

Employee Comments:

Interviewer Comments:

Employee's Signature _____

Date: _____

Interviewer's Signature _____

Annexure-7
Performance Appraisal Form

Org/Division/Department:-		Location/Based at:-
Name:-	Position:-	Ref:-
Year/Period covered:-	Time in present position:-	Length of service:-
Appraisal date & time:-	Appraisal venue:-	Appraiser:-

Part A Appraisee to complete before the interview and return to the appraiser by (date)

A1 State your understanding of the main duties and responsibilities.

A2 Discussion points:

1. Has the past period been good/bad/satisfactory or otherwise, for you and why?

2. What do you consider to be the most important achievements of the past period?

3. What elements of your job do you find most difficult?

4. What elements of your job interest you the most, and least?

List the objectives set out to achieve in the past period (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):

To be filled by the appraiser				
Objective	Measures	Standard	Score	Comment

Score your own capability or knowledge in the following areas in terms of your current role requirements (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent). If appropriate bring evidence with you to the appraisal to support your assessment. The second section can be used if working towards new role requirements.

- 1. Commercial judgement -----
- 2. Product/technical knowledge -----
- 3. Time management -----
- 4. Planning, budgeting and forecasting -----
- 5. Reporting and administration -----
- 6. Communication skills -----
- 7. Delegation skills -----
- 8. IT/equipment/machinery skills -----
- 9. Meeting deadlines/commitments -----
- 10. Creativity -----
- 11. Problem -solving and decision-making -----

- 12. Team -working and developing others -----
- 13. Energy, determination and work-rate -----
- 14. Steadiness under pressure -----
- 15. Leadership and integrity -----
- 16. Adaptability, flexibility, and mobility -----

Other issues (to be covered separately outside of this appraisal - continue on a separate sheet if necessary):

Discuss and agree (as far as is possible, given budgetary, availability and authorisation considerations) the training and development support to be given to help the appraise meet the agreed objectives.

Discuss and agree the skills, capabilities and experience required for competence in current role, and if appropriate, for readiness to progress to the next role or roles.

Signed and dated by

Appraise: _____

Appraiser _____

Grade/recommendation/summary as applicable: _____
